

# DIRECT DEPOSIT FOR TRAVEL

*I hereby authorize the Department of Energy to send my travel payments directly to the account indicated below:*

\_\_\_\_\_  
Bank's Routing Number

\_\_\_\_\_  
Account Number

Is this a Checking or Savings Account \_\_\_\_\_C \_\_\_\_\_S

Are you a current DOE employee? \_\_\_\_\_Yes \_\_\_\_\_No

If yes, is this the account used for your net salary deposit?  
\_\_\_\_\_Yes \_\_\_\_\_No

\*\*\*\*\*

Current Home Address: \_\_\_\_\_

\_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\*\*\*\*\*

Social Security # \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

10 Digit Organization Code# \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Please FAX the completed form to 301-903-5240 or mail to Systems Operations/Customer Service Team, ME-142 Room C-280, GTN.*